



## **NH Clean Vessel Act Program Guidelines for Pumpout/Dump Station Repair Projects**

The New Hampshire Department of Environmental Services' Clean Vessel Act Program has funds available to assist marinas with costs to repair boat sewage pumpout and dump stations. Below are the necessary steps to take in order to complete a successful project.

1. **Review all materials provided by DES.** These may include the following:
  - a. Request for Funds – Repairs for Pumpout or Dump Stations
  - b. Pumpout Equipment Providers information (catalogs, price lists, etc.)
  - c. Guidelines for Pumpout/Dump Station Repair Projects
2. **Determine the total cost of repairs** for the pumpout or dump station.
3. **Submit a proposal.** Include information regarding your marina's sewage treatment options, number of boats at your marina, projected cost of repair, etc.
4. **Receive confirmation from DES that your project is appropriate for the CVA Program goals.**
5. **Coordinate with DES the terms of a contract.** This applies whether or not you have received funding through the CVA Program for the initial installation of the pumpout/dump station. Depending on the total project cost, the contract will either need to be approved by the DES Commissioner or the Governor and Executive Council. Obtain any permits or approvals that will be necessary for the repairs to the pumpout/dump station.
6. **Receive confirmation from DES that the contract has been approved** by either the Commissioner or the Governor and Executive Council.
7. **Begin construction activities:**
  - a. Purchase equipment.
  - b. Prepare site for any construction activities. Use Best Management Practices for construction where applicable.
  - c. Install the facility.
8. **Send invoices to DES.** Be sure to itemize all activities and their associated costs. Include the marina's match (25% of total cost) on the invoice.
9. **Finish all repairs.**
10. **Submit final invoices to DES.** See #8 above.

11. **Schedule a visit by DES personnel** who will inspect the facility, provide any promotional materials (i.e. brochures, key chains, etc.), and provide the marina with a sign. The sign indicates the presence of the pumpout or dump facility.
12. **Enjoy the benefits of the renewed service your marina now provides!** Your patrons will be delighted to know they are associated with a marina that is concerned about the affects of boat sewage on the aquatic environment.

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